

KITIMAT PUBLIC LIBRARY

AGENDA

Tuesday February 20th, 2024, 5:30pm - Library

Attendance: Cynthia, Tina, Misty, Brenda, Anna, Sam, Aileen

Regrets: Peter, Edwin

1. **Call to Order:** Meeting called to order at 5:30pm
2. **Approval of Agenda:** Motion to accept by Aileen and seconded by Misty.
3. **Approval of Minutes:** Motion to accept by Tina and seconded by Brenda.
4. **Approval of AGM Minutes:** Motion to accept by Cynthia and seconded by Brenda.
5. **Treasurer's Report:** Balance sheet and comparison statement were distributed. Board members reviewed the documents. Motion to accept by Tina and seconded by Aileen.
6. **Director's Report:** See attached.
7. **Old Business**
 - a. **Library Artwork – Sub Committee:** The mural will cost about \$7-10 per sq ft. Misty to look into partnership with Kitimat Public Art Alliance. The whiteboard artwork has been approved. Sam to order. Sam and Anna to check out vendors for the tracks and acrylic boxes.
 - b. **Brochure:** Brochures have arrived and will be mailed out to all residential and business addresses.
 - c. **Budget:** The 2024 budget was approved by the District.
 - d. **September Conference:** The NWLF conference will take place in Kitimat from September 20-21st, 2024. All board members are invited to attend.
8. **New Business**
 - a. **Student Murals:** The high school students are excited to be a part of this project. Sam to finalize details with Kathryn Johnson.
 - b. **Government Reporting:** The Provincial Library Grant Report is due. Anna needs to review and sign it.
 - c. **Union Contract:** The union contract is due March 1, 2024. Sam and Anna to work on the proposals for it and enter in the bargaining table together.
 - d. **BCLTA Membership:** Do we want to continue the membership with the BCLTA? Sam to email and get more details for the board.
 - e. **Board Training:** Tina to attend and report back to the board.
9. **Date of Next Meeting:** Tuesday April 23rd, 2024 at 5:30pm at the Library
10. **Adjournment:** 6:20pm

Director's Report

January – February 2024

The beginning of the year always bring new changes and the reporting season starts. There are a lot of government reporting that is due in the first two months of the year and that was my main priority for January and February. The Provincial Library Grant Report is due March 1st, but it has been completed and submitted. The next big report is the SOFI report which is for our financials.

The new wall has been installed and the Art Committee is working on designs for the children's side of the moveable wall. Once the design is decided, the mural will be ordered and added. There are also some smaller touch up's from the moveable's wall installation that will also be completed, at the same time.

Also with the new year, we have been cleaning out old items from the upstairs storage area. Some of the items are just old boxes that we don't need to keep and other items are old computer parts that are obsolete. The major clean-up has resulted in more room upstairs for us. There is a little bit more to do, but hopefully it will all be done come the beginning of May.

The next NWLF conference is scheduled for September and will be held at the Kitimat Library. The dates will be from September 20-21st, 2024. This will be a great event for all the board members to attend. Kaitlyn, our NWLF director and myself have been talking about possible workshops.

The Library brochure has been printed and mailed out to all businesses and residential addresses in Kitimat. Keep an eye in your mailbox for the brochure.

We have had many programs in January and February like Mothergoose Storytime and our Valentine's crafts. There are many more new events planned for March including, a Writer's Workshop, an Easter Egg hunt, STEAM projects, and a Sensory Storytime. Take a look at our social media pages for times and dates.